

# Salon Exit Interview Form

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Job Title \_\_\_\_\_ Termination Date \_\_\_\_\_

## Reason for Termination

| Involuntary |                             | Voluntary |                       |
|-------------|-----------------------------|-----------|-----------------------|
|             | Lay Off                     |           | Personal Reasons      |
|             | Position Eliminated         |           | Took Another Position |
|             | Attendance                  |           | Retirement            |
|             | Reorganization              |           | Relocating            |
|             | Violation of Company Policy |           | Returning to School   |
|             | Other:                      |           | Other:                |

## Questionnaire

What is your primary reason for leaving? If multiple, please specify.

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Would you consider returning to work for this company in the future?

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What did you find most satisfying about your job?

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What did you find the most frustrating about your job?

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Were there any company procedures or policies that made your job more difficult?

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Would you recommend this company to a colleague or friend as a good place to work?

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Is there anything that the company or your manager could have done to prevent you from leaving?

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Do you have any suggestions for how the company can improve satisfaction in your position?

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**Comments**

Employee Comments: \_\_\_\_\_

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Interviewer Comments: \_\_\_\_\_

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Is this employee eligible for rehire?       Yes       No       Other: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Interviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_